



GOVERNOR'S ADVISORY COUNCIL ON AGING

Meeting Minutes

January 11, 2007

Council Members & Liaisons Present

Paul Herrmann (Chair), Joyce Finkelstein (Vice-Chair), Lynn Adler, Kati Bates, Bill Engler, George A. Evanoff, Paul Herrmann, Bernadine Hoffman, Marilyn Johnson, Sharon McKinley, Doyle Meredith, Bernadette Polley, Barry Spiker, Rex Critchfield (DES), Jill Harrison (WACOG/AAA), Ramona Rusinak (DHS), Pam Stevenson (AG's Office)

Council Members and Liaisons Not Present

Erin Klug (ADI), Pamela Schoenstene (AHCCCS)

Council Staff Present

Melanie Starns, Cathy De Lisa, Shawn Trobia, Dan Plumhoff, Elsa Gaynor

Call to Order, Welcome, Introductions & Approval of Minutes

Council Chair Paul Herrmann called the meeting to order at 9:06 a.m., and a welcome and introduction period followed. As a quorum was present, minutes from the previous five Council meetings were reviewed and approved as follows:

- September 7, 2007 minutes approved through a motion made by Sharon McKinley and seconded by Bernadine Hoffman
- October 12, 2007 minutes approved through a motion made by Marilyn Johnson and seconded by Doyle Meredith
- November 2, 2007 minutes approved through a motion made by Joyce Finkelstein and seconded by Sharon McKinley
- December 6, 2007 minutes approved through a motion made by Bill Engler and seconded by Bernadette Polley
- December 7, 2007 minutes approved through a motion made by Doyle Meredith and seconded by Bernadette Polley

All motions passed unanimously.

Action Items Follow-Up and Executive Director's Report

Travel Reimbursement Update

Executive Director Melanie Starns provided an overview of the Arizona Department of Administration's "Travel Rule Changes," which came into effect as of January 1, 2008. Specifically Ms. Starns noted that the reimbursement methodologies had changed in order to reflect current federal policy: consequently, all same-day meal reimbursements for travel within a 50 mile radius must be reported as a taxable employee benefit, receipts are required for all meals being claimed, and all Council members must be issued an Employee Identification

Number (EIN) through the state payroll system. Thus, Ms. Starns provided a detailed explanation of the corresponding Arizona A-4 “Employee Personal Data”, W-4 “Employee’s Withholding Allowance Certificate”, and IR-067-FF (8-04) “Employee’s Arizona Withholding Percentage Election” forms to be filled out in addition to the DES “Payment Voucher” and “Reimbursement for Travel Expenses” by the Council members so as to be in compliance with the mandated changes through the generation of an individual EIN. A question and answer period followed, and Ms. Starns noted that all travel turned in prior to January 1, 2008 will be held by the DES travel unit until all new paperwork is received. A copy of the “Travel Rule Changes for January 1, 2008” is attached.

Council Membership Update)

Mr. Herrmann announced the following 2008 appointments to the Council’s leadership:

- Mr. Paul Herrmann as the Council Chair
- Ms. Joyce Finkelstein as the Council Vice-Chair
- Mr. George Evanoff as the Chair of the Mature Worker Committee
- Ms. Sharon McKinley as the Chair of the of the Legislative and Policy Coordinating Committee
- Mr. Doyle Meredith as the Chair of the Social, Health and Alzheimer’s Committee

Ms. Starns discussed the occurrence of bi-annual training sessions for new Council members, and she emphasized the importance of attending the next available session to newly appointed Council members Bill Engler, Bernadette Polley, and Barry Spiker.

Conference Updates

Ms. Starns reported that the Falls Prevention, Informal Caregiving, Mature Workforce and Livable Communities Tracks for the Governor’s Annual Conference on Aging are progressing according to schedule, and that A.T. Still University has been confirmed as the sponsor for Falls Prevention. Additionally, Ms. Starns discussed conference sponsorship, to include the various levels of organizational sponsorship, limitations on the amount of “diamond” level sponsorship being awarded, and the disallowance of sponsor conducted selling or transactions during the conference. Ms. Starns noted that she and Council Staff member Shawn Trobia will be handling sponsors for this year’s conference, and that a minimum of \$50 - \$55,000 in additional sponsorship is still needed for the pre-conference intensives.

Website Updates

Ms. Starns provided the Council with an overview of the Council’s newly posted web site (online January 10, 2008), and she delivered a brief informational presentation on the corresponding links, resources, and forms available within. Following a question and answer period, the Council applauded Ms. Starns for her efforts and Mr. Herrmann noted that the site “adds to the Council’s credibility.” Ms. Starns provided a handout outlining the dates and venues for the Governor’s “State of the State” speaking schedule throughout the state. A copy of the presentation handout and the Governor’s speaking schedule is attached.

Committee Reports and Voting on Committee Motions

Executive Committee

Council Chair Paul Herrmann reported that the Executive Committee discussed the current necessity of locating three additional Council members in order to ensure a fully manned Council that is both culturally diverse and geographically representative of all Arizonans, and Ms. Starns addressed the ongoing efforts to identify such individuals for potential appointment. Additionally, Mr. Herrmann discussed the expansion of building space for the upcoming Governor's Conference in May.

Due to the length and nature of the preceding discussion and the limited availability of the guest presenter's schedule, Mr. Herrmann introduced Ms. Suzie Barr, Deputy Director of Legislative Affairs for the Governor's Office, and Ms. Barr noted that she is filling in on the behalf of the scheduled presenter Mr. Mike Haenor, Deputy Chief of Staff for the Governor's Office.

Guest Presentation: The Legislative Process

Ms. Barr provided the Council with an overview of the Governor's legislative packages and the sixty bills being run in her 2008 agenda. Additionally, Ms. Barr discussed the necessity of bringing together a "united front" represented by a sole spokesperson in order to effectively advocate on a specific issue to the state legislature, and for the Council members to become involved and continually stay abreast of all developments within her or his legislative district. A question and answer period followed and Ms. Barr stressed the importance of maintaining an "open line of communication" when collecting information to report back to the Council. Furthermore, Ms. Starns emphasized that it is essential for Council members to recognize the separation between speaking as an individual citizen, and speaking as a Council member only after securing the consent of the Council. Ms. Starns addressed several additional questions, and noted the benefit to identifying the Committee Chairs presiding over the particular bill or bills related to the issues that the Council is advocating for. Furthermore, Ms. Starns provided clarification to the Council in reference to advocating and lobbying, citing the difference between advocating on an issue to be addressed and lobbying for a bill to be sponsored. Ms. Starns reiterated that independent and personal views should be noted as such, and she invited to Council members to contact her with any questions or for any assistance that they might need.

Committee Reports and Voting on Committee Motions (Conitnued)

Legislative & Policy Coordinating Committee

Committee Chair Sharon McKinley reported that the state agencies and advocacy groups provided several good updates to the Legislative and Policy Coordinating Committee, and that the Committee came to the consensus that their agenda for 2008-2009 will focus on both Transit and Dental Care. Additionally, Ms. McKinley noted that the Committee will bring in speakers in each of those focus areas, in order to make an informed decision in evaluating their priorities for the following year by August of 2008.

Mature Workforce Committee

Committee Chair George Evanoff reported that no motions had been passed by the Mature Workforce Committee, and that the Committee is progressing well. Additionally, Mr. Evanoff noted that the Committee is close to presenting to the Council, and more information will follow at the February 7, 2008 Council meeting.

Social, Health & Alzheimer's Committee

Committee Chair Doyle Meredith reported that the Falls Prevention and Informal Caregiver Sub-Committee meetings had gone well, as Falls Prevention has secured both speakers for the conference, and Informal Caregiving has identified its five work group proposed sessions. Additionally, Mr. Meredith stated that the minutes of the December 4, 2007 Falls Prevention Sub-Committee meeting had been unanimously approved through a motion made by Ms. Michele Michaels and seconded by Ms. Karla Averill, and he provided an overview of the presentation delivered to the Committee at the January 10, 2008 meeting by Ms. Becca Bailey of the Arizona Commission for the Deaf and the Hard of Hearing. Mr. Meredith also reminded the Committee of the March 13, 2008 Caregiver Coalition Rally at the Capitol Mall, and noted that the Committee meeting had been very successful.

Review and Vote on Annual Report, By-Laws and Orientation Manual

The Council determined that outgoing chair George Evanoff will sign the Annual Report for its submission to the Governor, and Mr. Meredith commented that the inclusion of the immediate past Council Chair in the Executive Committee should be entered as an addition to the Executive Committee section of the Council's By-Laws. The Annual Report, and revisions proposed at the December 6, 2007 Council meeting for the Council By-Laws and the Council Orientation Manual were reviewed by the Council and voted on as follows:

- The Annual Report was approved through a motion made by George Evanoff and seconded by Joyce Finkelstein
- Revisions to the Council By-Laws were approved through a motion made by Doyle Meredith and seconded by Bill Engler
- Revisions to the Council Orientation Manual were approved through a motion made by Bernadine Hoffman and seconded by Bernadette Polley

All motions passed unanimously, and Ms. Starns informed the Council that updated Orientation Manuals will be provided at the February 7, 2007 Council meeting. Additionally, Ms. Starns informed the Council that the Attorney General's annual report is available online if members are interested, and Council Liaison Rex Critchfield provided a brief description of the alerts issued by the Department of Economic Security Division of Aging and Adult Services. A copy of the most recent alert is attached.

Lunch

The Council adjourned for lunch at 11:18 a.m.

Liaison Reports

The Council reconvened, and Chair Paul Herrmann called the meeting to order at 12:05 p.m.

Department of Health Services (DHS)

Ms. Ramona Rusinak reported that the Department of Health Services is formulating a plan to respond to the 2008 budget, and that more federal funding will be coming to the state agencies for Evidence-Based Health Promotion for adults. Additionally, Ms. Rusinak noted that there is no significant legislation posted for the DHS Licensing section this year, and that Mr. Andy

Weiler is working in concert with the Northern Arizona Council of Governments (NACOG) and Yavapai County to develop a Master Trainer Program as part of the Administration on Aging (AoA) grant for Chronic Disease and Falls Prevention. Furthermore, Ms. Rusinak stated that the City of Tucson hosted a promotional kickoff focusing on Falls Prevention entitled “Matters of Balance” as part of that program.

AG’s Office

Ms. Pam Stevenson reported that the AG’s Office will not be pursuing any legislation which impacts the budget this year. Additionally, Ms. Stevenson announced that the AG’s annual report is currently available online, and that the “seniors” pages within the AG’s website are in the process of being updated in order to provide improved resources for caregivers, legal explanations, fraud updates, scam alerts, and consumer advisories. Ms. Stevenson welcomed any Council suggestions for the website improvement.

Department of Economic Security (DES)

Mr. Rex Critchfield reported that DES Division of Adult and Aging Services (DAAS) is currently identifying measures to reduce costs within the agency, and he provided the Council with both an overview of the revised organizational chart that defines the Division’s four program units and a copy of the DAAS “30th” of the month report.. Additionally, Mr. Critchfield noted that Mr. Eric Thomas is the new Lifespan Respite Coordinator at DAAS, and that the Lifespan Respite program currently has \$350,000 for the balance of the year. Mr. Critchfield also announced that DAAS and the Division of Developmental Disabilities (DD) will be hosting a Long-Term Care (LTC) Workforce event in March, the mechanisms and program implementation steps for setting up services to the Area Agencies on Aging (AAA) is in its planning stages, and that the training conducted for Arizona Tribes on the Older Americans Act funding at the Fort McDowell Casino was very well received.

New Liaison Introduction and Report

Ms. Jill Harrison of the Arizona Association of Area Agencies on Aging her expressed gratitude to the Council and Ms. Starns for invitation to participate in the council, and provided a brief overview of her organization’s history and future direction. Additionally, Ms. Harrison announced that she and Ms. Mary Lynn Kasunic had been voted in as the organization’s CO-Chairs for representing rural and urban communities, and that they will attend bi-weekly meetings coordinated by AAA State Directors Ms. Kathleen Heard and Ms. Olivia Guerrero with DES, Ms. Starns, and the eight AAA State Directors via teleconference in order to pull together an agenda that reflects the importance of issues in concert with those of DES and the Council. Ms. Harrison noted that the current alignment is very succinct and that the State Directors meet quarterly, with the next quarterly meeting occurring on January 31, 2008. Ms. Starns thanked Ms. Harrison and expressed how beneficial it will be to share a common voice and not have organizations and agencies pitted against one another.

Call to the Public (12:41 p.m.)

As there were no members of the public present, there were no comments from the public.

Adjournment

Meeting adjourned by Council Chair Paul Herrmann at 12:42 p.m.

Next Meeting

The next meeting of the Governor's Advisory Council on Aging will be Friday, February 8, 2008 at 9:00 a.m. in the State Executive Tower, Grand Canyon Conference Room. These meetings are open to the public.